

Frequently Asked Questions

1. Why do we need the supporting documents along with the application?

Answer: The supporting documents are needed to confirm and verify the firm's M/W/D/SBE/PDBE/DBE eligibility in accordance with all certification requirements.

2. How long does it take to get certified?

Answer: It takes up to 90 days from the application completed package stage to reach a certification decision.

3. What does currently operating mean?

Answer: Currently operating for the M/W/SBE/PDBE certification program means that the company has engaged in work for a customer and have been paid or funded for that work as evidenced by invoices and proof of payment. Currently operating for the DBE program means you have registered your business as an entity with the Texas Secretary of State or as a DBA with your county clerk's office.

4. How do I determine my company's Small Business Administration (SBA) size standard?

Answer: Identify your firm's North American Industrial Classification System Code (NAICS) and visit www.sba.gov regarding "size standards" to determine your firm's SBA size standard.

5. How much does this certification cost?

Answer: City of Houston M/W/D/SBE/PDBE/DBE certification is free.

6. If my firm is certified as a State of Texas Historical Underutilized Business (HUB) will my firm automatically qualify for City of Houston M/W/D/SBE/PDBE/DBE certification?

Answer: There are some criteria differences between the HUB certification requirements and the City of Houston's M/W/D/SBE/PDBE/DBE. Therefore HUB certification approval will not necessarily guarantee City of Houston M/W/D/SBE/PDBE/DBE certification approval.